Chartfield Set-Up Matrix

UCSF Controller's Office

The following matrix outlines the reasons for requesting a new Chartfield, and how the set-up and request are coordinated.

Chartfield	Reasons for a New Chartfield	Set-Up	Request or Set-Up
Business Unit	A new Legal Entity is created that requires UCSF to track it separately from existing Business Units	**Coordinated Centrally**	**Contact your Control Point**
Account	The transaction needs to be captured as material to the campus as a whole, and common to multiple departments. No existing Account describes the transaction and a unique Account is necessary to facilitate reporting or management decisions.		
Fund	Set-up of a new Fund is unlikely. Funds are shared and summarized in broad categories. The Project Chartfield can be used to track specific activities.		
Dept ID	• A new organization has been established as a cost center to track activities separately from existing departments. • An organization needs separate accountability or reporting.		
Activity Period	Activity Period set-up is complete, and the broad range of values available enable date criteria to be specified for Sponsored Projects. No additional Activity Periods will be added.		
Function	• Additional value needed for Mission Reporting. • UCOP asks for tracking of a specific activity no yet set-up as a Function.		
Project	• To track a discrete activity, initiative, or project that falls within a predefined list of uses. • Activities that have a specific beginning/end date. • Track activities for contracts, grants, gifts, and endowment income. • Activity cannot be tracked in another way.	**Coordinated by Departments**	Initiated by Department within **PeopleSoft**: • **Department Administrators** can request new Projects or Flexfields • **Control Points** review and submit the request to the Controller's Office • **Controller's Office** validates, approves, and establishes the new Chartfield
Flexfield	• To capture information that cannot be captured by other Chartfields. • Recommend to be set-up only when the total yearly transactions to be tracked are expected to be greater than $25,000.		